



Hamilton County Board of Mental Retardation & Developmental Disabilities

Position: Clerical Assistant

Department: All **V123-6**

Contact:
Michelle Rogers
513-587-7328

Personal transportation required.

Job Location:
Support Center
Adult Centers
Schools
Northside

Qualifications:

Coursework in office practices and procedures, and one year related experience; or equivalent combinations of training and/or experience, which evidences an advanced knowledge of office practices and procedures. Good organizational skills with a working knowledge of Microsoft Office.

Duties:

- Data entry, filing, any word processing
- Copy, fax, mail confidential information
- Other duties as assigned

Requirements:

Type at least 25 wpm.

Minimum age: 18

Hours: 4:00 hours per shift, 2 or 3 days weekly.

Training:

Studied office administration or served in an administrative capacity.

Special Requirements:

Ability to communicate effectively with staff and individuals with served.

Environmental Conditions:

Office environment